

2007-2008 Follow-Up Data Entry Instructions

On the eTIGER home page, in the menu on the left, there are four links related to Secondary Placement Data Reporting:

1. **Follow-up Entry** - under “Class/Course Rosters”, to enter survey results
2. **Add Prior Concentrator** - under “Class/Course Rosters”, to add a concentrator
3. **District Approval** – under “Utilities”, to approve system follow-up data
4. **Follow-up Report** - under “Reports”, to generate the Follow-up Report

Click “Follow-up Entry”. A follow-up entry list of the year is generated automatically based on the grade and concentrator status of a student. Currently, the follow-up list on *eTIGER* is based on the Perkins III definition (3 plus one courses) of concentrator.

In order for State and LEAs to determine the baseline value for Perkins IV core indicator 5S1, Secondary Placement, new concentrators (3 or more earned credits in a program area) follow-up surveys are reported for 2007-2008 school year. Compare the Perkins IV concentrators of the 2006-2007 list, which you downloaded from the State, with the list on *eTIGER* to add the newly identified Perkins IV concentrators and to exclude the Perkins III concentrators.

Adding a Perkins IV Concentrator to the “Follow-up Entry” List

“Add Prior Concentrator” is applied only for those who have been identified as a Perkins IV concentrator but not currently listed on the Follow-up Entry screen. Before adding any concentrator, we need to check if this student has been recorded as a concentrator at *eTIGER*.

1. Click “Follow-up Entry”, select report years of 2007-2008, 2008-2009, 2009-2010, and 2010-2011, then click “Generate List” to generate the concentrator list of the selected report years.
2. If a Perkins IV concentrator is not included in the 2007-2008 list but listed on other three report years, change the report year of the concentrator to “2007-2008” and save it.
 - ~~a. Generate the list of year “2007-2008” again, find and click the name of the concentrator to change the grade to “12” (as it should be).~~
 - ~~b. After changing the grade, click “update concentrator” to save it.~~This concentrator will be placed in the 2007-2008 report year ~~with the correct grade.~~
3. If a Perkins IV concentrator’s name is not listed in any of above four report years, click “Add Prior Concentrator” under “Class/Course Rosters” to add the student.
 - a. On the “Prior Year Concentrator to Follow-up” screen, enter the information for the added concentrator. The following information is required:
 - i. District/School System
 - ii. Program Area and Area of Concentration (if applicable)
 - iii. School
 - iv. Report Year (enter 2007-2008)
 - v. Name

- vi. Social Security Number (SSN)
- vii. Gender
- viii. Comments (enter “P4” to indicate a Perkins IV concentrator)
- b. Fill in as much as possible of the remaining information for this concentrator.
- c. Click “Add this Concentrator” at the bottom of the screen to save the data.
- d. If a “concentrator saved” message is returned at the bottom of the screen, the data is saved.
- e. If an error message is returned, modify your entry and save the data again.
- f. Click “Follow-up Entry” and the concentrator just added will be included in the “2007-2008” report year list.

Excluding a Perkins III Concentrator from the “Follow-up Entry List

1. Click “Follow-up Entry” under “Class/Course Rosters”.
2. Click “District/School System” and select Report Year (2007-2008 as this year).
3. Identify the student who is not on the “Perkins IV Concentrators of 2006-2007” list.
4. Check "Exclude" on the follow-up data entry screen for the student.
5. Put "P3" in "comments" to indicate this student is a Perkins III concentrator to be excluded.
6. Click "Save Follow-Up Data" to save the exclusion check mark and comment.
7. Click “Follow-up Entry”. The concentrator just excluded will still be listed but with a check in the “Exclude” column. (Only the “Reports” – “Follow-up” link can exclude the Perkins III concentrators from the follow-up report list.)

Entering Follow-up Survey Results

Be sure to verify the concentrator’s name and social security number before entering any survey results. You may click the name of a student to update his/her personal information.

1. Click “Follow-up Entry” under “Class/Course Rosters” to enter your survey results.
2. Click District/School System and select Report Year (2007-2008 for the current year) then click “Generate List” to retrieve the list of concentrators.
3. At your convenience, you may generate the concentrator list not only for the whole system, but also for specific options by selecting “School”, “Program Area”, or “Program Area of the selected School”.
4. Click the following columns to enter the data:
 - a. Graduated
 - b. Post-Secondary
 - i. Post Secondary Institution Enrolled
 - ii. Remedial courses Taken
 - iii. Dual Credits Used
 - iv. Tech Prep (articulated course credits awarded)
 - v. Licenses or Certificates (post-secondary licenses or certificates awarded)
 - c. Military

- d. Employed
 - e. Not_Placed
 - f. Not_Located
 - g. Other
 - h. Related to High School CTE area of concentration
5. Click “Exclude” if you choose not to include this concentrator in the follow-up survey and indicate the reason in the “Comments” column.
 6. You may change the “Report Year” to another year if this concentrator was already reported in a previous year or will not graduate this year. (Do indicate the reason in “comments” column.) After saving the changes, select the “Report Year” (on the top of the screen) to the changed year; the concentrator will be listed in this new “Report Year”.
 7. Use the “Comments” column to include any explanation of changes to the data.
 8. **Be sure to click “Save Follow-up Data” frequently to avoid data loss. (There is a 20-minute maximum idle period for *eTIGER*).**

Editing Concentrator Information

1. While at the “Follow-up Entry” screen, you may click “Student Name” to open a concentrator’s personal information window to modify the data on the page other than District/School system, School, Program Area (and Area of Concentration), and Course taken.
2. Be sure to save the changed data.
3. Click “Follow-up Entry” and the information just modified will be displayed.

Approving System Follow-up Data

This is the last step of reporting the follow-up survey.

1. Click “District Approval” under “Utilities”.
2. On the “District Approval” window, click “Approve Follow-up Correct” to approve the follow-up results. Your follow-up data are locked in *eTIGER* after approval.
3. If you need to modify follow-up data, remove the lock on the data by selecting “Cancel Approved Follow-up Correct” after clicking “District Approval”.
4. Be sure to approve your data again. Only the approved data will be included in the State School Report Card.

Generating the Follow-up Report

1. Click “Follow-up Report” under “Reports” to generate the follow-up report.
2. You may select to exclude or not exclude the concentrators indicated in “Follow-up Entry” for your report. **Select “No” for “Report Excluded” to not include Perkins III concentrators and generate only the Perkins IV concentrators’ follow-up results.**
3. The percentage of the following responses will be calculated:
 - a. Graduated
 - b. Post-Secondary
 - i. Post Secondary Institution Enrolled
 - ii. Remedial courses Taken

- iii. Dual Credits Used
 - iv. Tech Prep (articulated course credits awarded)
 - v. Licenses or Certificates (post-secondary licenses or certificates awarded)
 - c. Military
 - d. Employed
 - e. Not_Placed
 - f. Not_Located
 - g. Other
 - h. Related to High School CTE area of concentration
4. Survey Response Rate and 5S1, Secondary Placement, Core Indicator of the Perkins Report are included in the report.
 5. You may save the follow-up report in HTM format and then open from Excel to manipulate the reported data.